



State Hospital Employee Policy Manual

10.9 Flex Time

Flex Time is a privilege granted by the Agency. All professional and non-direct support, excluding shift employees, custodial, laundry and cooks must complete a KDADS HR-012H; Regular Work Hours Request/Flex Time Request to establish his/her work schedule.

Flex time is consistently recurring work schedule that differs from the routinely expected work schedule of a position for a period of two pay periods or longer. Appointing authorities have the discretion to approve flexible work schedules providing the workday continues to be 8 hours and the workweek continues to be 40 hours. Flexible work schedules that deviate from the standard workday or workweek must be approved by the appropriate Executive Committee member and addressed to KDADS Human Resources.

Employees can request approval for any schedule for five eight-hour days that meets the following conditions:

- Sufficient coverage* for efficient operation of the work unit's business must be maintained between 8:00 AM – 5:00 PM, Monday through Friday. (Sufficient coverage to be determined by the unit supervisor.)
- All established flextime schedules must be consistent from week to week.
- . The lunch break can be anytime within the middle four hours of the employee's shift.
- Any changes in flextime schedules must be submitted and approved using form KDADS HR-012H.
- If an employee transfers to another work group, the employee will need to submit a new flextime request for the new supervisor's approval.
- Non-direct care employees must be scheduled to work from 9:30 AM to 3:30 PM (exceptions are made on Agency need are reviewed and approved by Supervisor and Human Resources, not employee preference).
- The designated workday hours for flextime are 7:00 AM to 6:00 PM.
- Work hours scheduled under flextime must be consecutive. The only splitting of hours allowed is for the employee's lunch break.
- The requested Flex Time schedule will not take effect until final approval by Human Resources.

*Coverage includes maintaining sufficient staff to answer questions and provide other services for customers, not merely the ability to answer phones and take messages.

References: Fair Labor Standards Act of 1938, 29 U.S.C.A § 201 et seq.; 10.2 Standard Work Week